



**U.S. DEPARTMENT OF STATE
VIRTUAL FELLOWS PROGRAM
PROJECT DESCRIPTION – WHA/EPSC**



This project seeks a Virtual Fellow to serve with the **Office of Economic Policy and Summit Coordination, Bureau of Western Hemisphere Affairs (WHA/EPSC)** as a **Small Business and Entrepreneurship Consultant**.

Fellow Location: The Fellow will serve virtually and will not be physically located at the Department of State.

Project Name: Supporting Small Business and Entrepreneurship in the Americas.

Project Description: The Office of Economic Policy and Summit Coordination in WHA/EPSC is seeking a Virtual Fellow with a background in small business development, counseling, or training to assist us with partnership programs under the Small Business Network of the Americas. The Fellow should be familiar with establishing and implementing small business advising services; have an understanding of small business programs in the United States; and perform basic research and analyses to help inform policy decisions. The Fellow would work directly with the EPSC Entrepreneurship Officer.

Program Requirements: The precepts of the Virtual Fellows Program call for Fellows to have a high degree of administrative, professional, or technical knowledge/experience and a minimum of five years of professional experience that is directly applicable to the assigned task.

Project-specific Knowledge, Skills, or Abilities:

- Significant experience in public private partnerships to promote entrepreneurship and small business growth;
- Substantial knowledge of incubators, accelerators, small business development centers, and other entities that provide business advising and counseling services to entrepreneurs;
- Experience working in Latin America or with the Latino diaspora communities in the United States;
- Knowledge of the venture capital industry and the process for startups to raise capital either through traditional means (e.g., angels, banks) or new means (e.g., crowd-funding);
- Spanish or Portuguese language ability a plus.

Clearance: The Fellow must be a U.S. citizen and must receive a Public Trust determination prior to starting his/her service. The Virtual Fellows Program staff will work with the accepted candidate to obtain the Public Trust determination. (Note: A candidate is NOT required to have a Public Trust determination prior to applying for this project.)

Remuneration: The Virtual Fellow will be appointed to the federal civil service as an intermittent, unpaid consultant. The Department assumes no responsibility for providing any salary or benefits to the Fellow in connection with his/her participation in the Program.